

**Guidelines on How to Attend Annual General Meeting of Shareholder No.1/2021
via Electronic Meeting (E-Meeting) and How to Attend the Meeting by Proxy**

1. For shareholders who want to attend the E-meeting by themselves

1.1 Please complete the Registration Form for attending the Annual General Meeting of Shareholder No.1/2021 via Electronic Meeting (E-Meeting) attached to these guidelines. Please clearly provide your E-mail address and mobile phone number used for the registration and attach the following identification documents to confirm your attendance.

- **For individual shareholders**

A copy of a valid identification document issued by a competent authority, such as your national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.

- **For juristic person shareholders**

Either Proxy Form A or Proxy Form B, duly completed and signed by authorized directors, and the supporting documents as indicated in the "Supporting Documents for Proxies" section.

Shareholders must submit the Registration Form for attending the Annual General Meeting of Shareholder No.1/2021 via Electronic Meeting (E-Meeting) and the identification documents to the Company by April 19, 2021 (by post) and April 26, 2021 (by E-mail) to the following addresses:

- by E-mail : komklid@cpi-th.com or
- by post to :

Company Secretary

Chumporn Palm Oil Industry Public Company Limited

1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

1.2 When the Company has received the registration form and identification documents as prescribed in Clause 1.1, the Company will examine the documents to confirm the meeting attendance. Once the examination is completed, the Company will send username and password, and the Weblink to attend the E-Meeting.

Please refrain from sharing your username and password with others. If your username and password are lost, or if you have not received them by April 27, 2021. Please contact the Company immediately via telephone number 02-679-9166 ext. 300

1.3 The Company will send details, including your username and password, along with the manual for using the E-Meeting system to your E-mail. Please study the manual for using the E-Meeting system thoroughly.

1.4 On the date of Annual General Meeting of Shareholder No.1/2021, the Company will allow shareholders and proxies to register their attendance in the E-Meeting from 13.00 hours.

1.5 For casting the vote during the E-Meeting, you may cast your vote in each agenda item by selecting “Approve” or “Disapprove” or “Abstain from voting”. If you do not cast your vote in any agenda item, the system will automatically count your vote as “Approve”

1.6 If you encounter any technical problems in using the E-Meeting system before or during the meeting. Please contact Quidlab Company Limited, the service provider of the Company's E-Meeting system. The Company will provide contact information of Quidlab Company Limited in the E-mail that the Company sends you the username and password.

2. For shareholders who wish to appoint other persons as their proxies to attend the E-Meeting

Shareholders, who could not attend the E-Meeting by themselves, may consider authorizing another person, or any of the following independent directors of the Company as their proxy to attend and vote on their behalf.

- Mr.Banphot Hongthong** Age 73 years old

Position : Independent Director / Chairman of the Board of Directors /
Chairman of the Nomination and Remuneration Committee

Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120

Special conflict of interests in the meeting agenda : He has special conflict of interests in Agenda 5 .

To consider and elect the directors in replacement
of those to be retired by rotation.
- Mr.Nopporn Picha** Age 72 years old

Position : Independent Director / Chairman of the Audit and Risk Management Committee /
Chairman of the Nomination and Remuneration Committee

Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120

Special conflict of interests in the meeting agenda : None
- Mr.Paiboon Kujareevanich** Age 63 years old

Position : Independent Director / Member of the Audit and Risk Management Committee

Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120

Special conflict of interests in the meeting agenda : He has special conflict of interests in Agenda 5 :

To consider and elect the directors in replacement
of those to be retired by rotation.
- Mr.Saravut Menasavet** Age 72 years old

Position : Independent Director / Member of the Audit and Risk Management Committee

Address : 1168/91 30th Floor, Lumpini Tower, Rama IV Rd, Sathorn, Bangkok 10120

Special conflict of interests in the meeting agenda : He has special conflict of interests in Agenda 5 :

To consider and elect the directors in replacement
of those to be retired by rotation.

Please complete and sign the proxy. You may use Proxy Form B (Enclosure No.9).

If you would prefer Proxy Form A or Proxy Form C, please download it from the Company's website :
www.cpi-th.com

Please send the Registration Form for attending the Annual General Meeting of Shareholder No.1/2021 via Electronic Meeting (E-Meeting), the proxy and supporting documents to the Company by April 19, 2021 (by post) and April 26, 2021 (by E-mail) to the following addresses :

- by E-mail : komklid@cpi-th.com or
- by post to :
Company Secretary
Chumporn Palm Oil Industry Public Company Limited
1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

Supporting documents for proxy

- For individual shareholders
 - 1) Either Proxy Form A or Proxy Form B, duly completed and signed by the proxy grantor and the proxy. **and**
 - 2) A copy of a valid identification document issued by a competent authority of the shareholder, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy. **and**
 - 3) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.
- For juristic person shareholders
 - 1) Either Proxy Form A or Proxy Form B, duly completed and signed by the representative (director) of the juristic person, as the proxy grantor and signed by the proxy. **and**
 - 2) A copy of the juristic person's registration certificate certified by the representative (director) of the juristic person, and the certificate must contain a statement indicating that the representative signing the proxy is authorized to act on behalf of the juristic person, which is a shareholder. **and**
 - 3) A copy of a valid identification document issued by a competent authority of the representative (director) of the juristic person, who is the proxy grantor, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy. **and**
 - 4) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.

- For a foreign investor as a shareholder and a custodian in Thailand is appointed as a depositary
 - 1) Proxy Form C, duly completed and signed by proxy grantor and signed by the proxy. **and**
 - 2) Copies of the same set of supporting documents as those to be prepared by a juristic person shareholder, and the following additional documents;
 - 2.1) The power of attorney from the shareholder authorizing the custodian to sign the proxy on his or her behalf.
 - 2.2) Certificate certifying that the person signing the proxy is licensed to engage in the custodian business. **and**
 - 3) A copy of a valid identification document issued by a competent authority of the proxy, such as national identification card, civil servant card, driver's license, or passport. And sign to certify a true copy.

In case the documents as mentioned as above are not in Thai or English, The English translation shall be required and certified true and correct translation by the Shareholder or the authorized representative (s) of the juristic person.

3. Shareholder who has questions regarding the agenda items to be considered at the E-Meeting may send them via the following methods.

- 3.1 During the E-Meeting, shareholder present may submit their questions or comments through the E-Meeting system.
- 3.2 Shareholders may submit their questions in advance to the Company before the E-Meeting date by sending "Form for Submission of Questions for the Annual General Meeting of Shareholders in advance" within April 19, 2021 to the following addresses :

- by E-mail : komklid@cpi-th.com or
- by post to :

Company Secretary

Chumporn Palm Oil Industry Public Company Limited

1168/91 30th floor, Lumpini Tower, Rama IV Road, Thun Mahamek, Sathorn, Bangkok 10120

Criteria for submission of questions in advance

- Being a shareholder whose name is recorded on March 12, 2021 determined by the company to be entitled to attend and exercise his/her voting right in the Annual General Meeting of Shareholders No.1/2021.
- Must be relevant to the agenda of Annual General Meeting of Shareholders No.1/2021 or be significant information related to the company.